

# 10 STEPS

## To Complete a Home Inventory

1

Make a list of possessions, including “celebration” purchases, such as jewelry and fine art. Inventory

2

Think about family heirlooms, collections and furniture. Also, consider items related to everyday leisure time, from flat-screen televisions to custom guitars.

3

Take note of commonplace items, such as toys, CDs and clothing. And, do not forget items you may only use occasionally, such as holiday decorations, sports equipment, tools, and high-ticket items kept outside your home, such as landscape and swing sets.

4

Attach copies of original sales receipts and/or appraisal documents to your inventory. Be sure to note model and serial numbers.

5

Group your possessions into logical categories, i.e., by hobby, by room in your home.

6

Carefully photograph or videotape each item and document a brief description, including age, purchase price and estimated current value.

7

Remember to open drawers and closets to document what’s inside.

8

Store your home inventory and related documents in a safe, easily accessible place, such as a secured site/file online, a fire-proof box or in a safe deposit box. You may want to share a copy with your insurance provider to make necessary updates to your coverage.

9

Review and update your inventory annually and anytime you make a significant purchase.

10

To get started, download the free myHOME Scr.APP.book app for iPhone by visiting [bit.ly/myhomenv](http://bit.ly/myhomenv) or for Android by visiting [bit.ly/myhomedroid](http://bit.ly/myhomedroid). Or go to [bit.ly/homeinvt](http://bit.ly/homeinvt) to print a simple home inventory checklist.

### NEED HELP?

Contact the Nevada Division of Insurance at [doi.nv.gov](http://doi.nv.gov) or in Northern Nevada, please call (775) 687-0700, or e-mail [csc@doi.state.nv.us](mailto:csc@doi.state.nv.us). In Southern Nevada, please call (702) 486-4009, or e-mail [cnsmslv@doi.state.nv.us](mailto:cnsmslv@doi.state.nv.us). Toll free: (888) 872-3234

